

# VSA Assignment Description

<b>Assignment Title</b>	<b>Cosmetics Skin Care Specialist</b>
<b>Assignment Modality</b>	<b>Standard Volunteer</b>
<b>Assignment Number</b>	<b>41958</b>
<b>Country</b>	<b>Samoa</b>
<b>Location</b>	<b>Upolu</b>
<b>Partner Organisation</b>	<b>Mailelani Samoa Body Care</b>
<b>Duration</b>	<b>12 months</b>

## Sustainable Development Goals



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## 1. Partner Organisation Overview

Mailelani Samoa has been manufacturing handmade natural body care products since 2006. Mailelani's paramount goal is to create eco-friendly high-grade skin and beauty products, made locally with locally sourced ingredients. One of the primary goals and tasks of Mailelani since inception has been to support the local economy and community of Samoa, thus we are currently working to increase our exports and require assistance with international certification.

Since 2016, Mailelani has increased the capacity for production to accommodate the increase in sales and supply over the last 3 years. As the demand for Mailelani grows, so does the product line and vision for the future of the brand. Mailelani's vision for the next 4 years, is to expand its reach to overseas markets - New Zealand, Australia, Switzerland, United States, Japan, and South Korea. Mailelani's vision is to see the brand thriving overseas, while simultaneously growing the production rate in Samoa without sacrificing the quality of our product, and in turn provide employment for our local community and our farmers to meet the demand.

Since the beginning of our venture, we have had the support and advice of a chemist visiting us from Auckland once or twice a year until he retired in 2019. In 2021, we had the privilege to work with a new Cosmetic Specialist from Christchurch. Under her expertise we have created 10 new, "clean" products for our Mailelani range, formulated by a Chemist contact who was connected to Mailelani. "Clean" products are skincare products with no harmful ingredients. This project was possible under the Mailelani Samoa Eco-Improvement Project. Mailelani is in great need of specialist support to provide the technical advise we need in order to continue to produce quality skincare products.

## 2. Assignment Overview

Mailelani then worked towards achieving the goal of increasing the export of our "Clean" skin care products. This requires Mailelani to have an in-house cosmetic specialist on site to work with us to ensure that we are complying with the Good Manufacturing Practices (GMP) in meeting the standards necessary for NZ and overseas accreditation.



The opportunity to have a suitably qualified volunteer from NZ would be of great assistance to train local staff in this role, and to assist Mailelani in achieving the international accreditation required for exporting quality locally made products. This will in turn contribute to building the local economy and creating jobs for the locals.

### 3. Goal/Outcomes/Outputs

#### Goal

Mailelani will be internationally certified and comply with international standards (ie. ISO 22716 Guidelines, and the Cosmetic NZ (CTFA) Good Manufacturing Practice (GMP).

Mailelani will have a robust Quality Management System for manufacturing, testing, packaging, storage, and transportation of cosmetic products, to increase export of the “clean” natural skin care products.

Mailelani will continue to produce quality and locally made cosmetics and skin care products that are sought after by international customers.

#### Outcome 1

Mailelani will comply with the standards according to the Cosmetic NZ (CTFA) Good Manufacturing Practice (GMP).

*Alongside staff;*

- Perform an assessment of current practices and identify the needs for improvement.
- Recommendations for improvement to be implemented.
- Train staff in the improvements required and mentor them where required.

#### Outcome 2

Create Mailelani specific Guidelines that meet ISO 22716 standards and GMP.

*Alongside staff;*

- Develop guidelines that meet ISO22716 standards.
- Train and upskill local staff in sustainable manufacturing, production, and packaging of new “Clean” skincare products that meet the international standards.
- Monitor export products to ensure that there is an increase in the quality and consistency of products available for export.

#### Outcome 3

Increased capability for Mailelani staff on hygiene, health, and safety practices according to the CFTA/GMP and ISO 22716 standards.

*Alongside staff;*

- Provide ongoing training and capacity building for staff to ensure they adhere to the hygiene, health, and safety practises.
- Establish user-friendly guidelines for the local staff to follow in this important area beyond the volunteer.

### 4. Reporting, Working Relationships and Capacity Building

During the assignment, the volunteer will work with the Director to plan a workplan that involves regular training sessions and capacity building on the job, not only in a team setting but one on one sessions. The volunteer will train Mailelani staff on the manufacturing procedures, hygiene and health and health and safety practices according to the CFTA/ISO 22716 GMP standards, to ensure sustainability in quality work and products beyond the volunteer assignment.



The volunteer will report directly to the Directors / Owners and will be accountable to them as well. On a day-to-day basis, the volunteer will predominately work with the Directors / Owners as they are hands on, as well as all the staff.

The volunteer and Mailelani Samoa Body Care will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

**As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.**

## 5. Selection Criteria/Position Requirements

### Professional Specifications

#### Essential

- Qualification or certification in Skincare Cosmetics (ie. chemical formulation)
- Experience in manufacturing “Clean” natural skin care products
- Experience or familiar with Cosmetic NZ (CFTA) GMP practices and standards and requirements for certification
- Experience with internationally approved practices and standards to create necessary documentation for ISO 22716 Good Manufacturing Practise (GMP)
- Ability to train our staff on Good Manufacturing Practices (GMP) and hygiene and health safety practices

#### Desirable

- Ability to manage priorities well and meet timeframes
- Experience in working in the private sector

### Personal Specification

#### Essential

- Interpersonal and communication skills
- Management and organisational skills
- Conflict management skills
- Patience resilience and honesty
- The ability to adapt relate and work well with people from other cultures and environments

#### Desirable

- Be able to take initiative
- Be optimistic

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community



- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Samoa, see [VSA in Samoa](#).

Refer also to the following links;

- Samoan government website: <http://www.samoagovt.ws/>
- Economic overview: <http://data.worldbank.org/country/samoa>
- New Zealand Aid Programme in Samoa: <https://www.mfat.govt.nz/en/aid-and-development/our-work-in-the-pacific/aid-partnership-with-samoa/>

## 8. Living and Working Situation

VSA Samoa team will source basic, comfortable and furnished accommodation that is within the budget of the programme, prior to the volunteer's arrival.

The Mailelani factory is based in Papauta, Apia in a secure, fenced compound. The owners and their family live on site and are present during the day. The Mailelani factory is situated near a local supermarket and is only 5-10 minutes from Apia town by car. There is a local taxi stand nearby. The National Hospital is close in proximity, 5 minutes by car. The Swiss Consulate is located on the Mailelani premises.

The VSA volunteer will work on site at our Mailelani factory in Papauta. Our facilities are clean and are equipped with up to date but simple equipment, for manufacturing skin care products. We have light, airy office space available with a desk and ceiling fan.

### Additional Information

#### Standard Assignment (12 months or more)

##### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

##### Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

##### Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

##### Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

##### Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.



## **Vaccination requirements**

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

## **Children's Act**

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014. The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

## **Volunteer package**

The volunteer's package includes the following:

### *Reimbursements and grants*

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of [living allowance amount] .
4. A location grant [insert remaining text here...]

### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

### *Airfares and baggage allowance*

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

### *Insurance*

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

### *Utilities*

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

**Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.**

